



## DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 10/16/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5157-800	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE Contract/Purchasing Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the supervision of the Staff Services Manager I (Supervisor), the Staff Services Analyst (SSA) is responsible for performing a variety of analytical support as it relates to contracting services and procurement for the Commission on Peace Officer Standards and Training (POST).			
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
<b>ESSENTIAL FUNCTIONS</b>			
45%	Utilizes the Financial Information System for California (FI\$Cal) to create purchase orders (POs) to encumber funds; ensures accounting codes, attachments and required approvals are accurate prior to submission; monitors the status of submitted contracts by following up, responding to inquiries, resolving issues, and relaying updates to staff and management; submits contracts to agencies/vendors for signature and routes to appropriate management for approval; in collaboration with the contract Associate Governmental Program Analyst, submits contracts to Department of General Services (DGS), as applicable, for approval; disseminates executed contracts to the vendor/supplier/contractor, and the State Controller's Office.		
35%	Develops and/or assists with the less complex solicitations to include researching, collecting, analyzing, and interpreting contract and purchasing information to help develop and write contract and purchasing language and justifications; assists in developing the more complex acquisitions utilizing Non Competitive Bids for IT goods and services, solicitation processes (e.g., Primary and Secondary Requests for Proposals, Request for Offer, Small Business Options, and Invitation for Bids), special contracts/purchases/agreements, and all necessary transmittal documents for full execution of contracts/POs using FI\$Cal/Cal eProcure; ensures assigned contract responsibilities and activities conform to contract laws, rules, policies, and regulations.		
15%	Assists with preparing and maintaining a variety of reports, logs, documents, and correspondence in response to inquiries regarding on-going program activities relative to the contracting, procurement, and evaluating process; acts as a liaison with various state agencies including the DGS, Office of Legal Services, and suppliers/contractors who sell products or services to the State; generates and responds to correspondence from suppliers and other state agencies regarding acquisition procedures and/or issues affecting state acquisitions.		

**NON-ESSENTIAL FUNCTIONS**

5%

Participates in meetings, departmental and Administrative Services Bureau events, trainings, and works on special projects as needed; provides back up to front desk reception and assists with the mail as needed. Performs other job-related duties within the scope of the classification.

**DESIRABLE QUALIFICATIONS**

Highly motivated individual who enjoys challenges and working in a fast paced, professional environment requiring effective handling of multiple tasks and deadlines.

Possess excellent work habits and ability to work independently and as a team member.

Excellent verbal and written communication skills.

Excellent time management and organizational skills.

Ability to prioritize assignments.

Excellent attendance and dependability.

Proficient PC skills, especially in Excel and Word, as well as knowledge of FI\$Cal.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST, contractors, and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometime conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours from 8:00 a.m. to 5:00 p.m. This position is located at POST Headquarters in West Sacramento, CA. This position is eligible for telework.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.,)

**CONFLICT OF INTEREST (if applicable):**

Conflict of Interest Filing (Form 700) required       Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

**To be reviewed and signed by the supervisor and employee:**

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR*
- *I HAVE RECEIVED A COPY OF THE DUTY STATEMENT*
- *I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION*
- *I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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## DUTY STATEMENT

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DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5393-800	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE Contracts/Purchasing Analyst	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) is responsible for independently performing a wide variety of the most complex, technical, and analytical duties including Information Technology (IT) procurements, contracts, and purchase orders.			
% of time performing duties		Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>	
<b>ESSENTIAL FUNCTIONS</b>			
35%	Reviews, analyzes, prepares, and executes the more complex IT purchases and contracts in accordance with the State Contracting Manual and procurement rules and regulations; researches various procurement laws, and contacts the Department of General Services (DGS) when necessary to ensure appropriate IT contracting and procurement processes are implemented; provides guidance to program staff in both the development and execution of IT contracts and purchases. Independently researches, collects, analyzes, and interprets IT contract/purchase information to develop and write contract language and justifications; prepares, administers, and manages IT purchase orders, service agreements, amendments, annual renewals, interagency agreements, and the Non-Competitive Bid (NCB)/Special Category Request (SCR) approvals and supporting documentation.		
25%	Using the Financial Information System for California (FI\$Cal) to submit executed IT contracts and purchase orders, creates purchase orders to encumber funds, and ensures chart field codes, attachments and required approvals are accurate prior to submission; monitors the status of submitted IT contracts/purchases by following up, responding to inquiries, resolving issues, and relaying updates to staff and management.		
15%	Prepares, analyzes, develops, and finalizes formal and informal bidding processes for IT goods and services, solicitation processes (e.g., Primary and Secondary Requests for Proposals, Request for Offer, Small Business Options, and Invitation for Bids), special contracts/agreements, and all necessary transmittal documents for full execution using FI\$Cal/Cal eProcure.		
10%	Provides backup support to facilities staff as needed; assists with training room set-up; assists the department's Safety Officer, which maintains, continuously reviews, and updates POST's Safety Program for compliance with Cal-OSHA and for overall effectiveness; assists the facilities analyst with the POST Asset Management Program onsite, offsite and through FI\$Cal; prepares and maintains a variety of reports, logs, documents, and correspondence in response to inquiries regarding on-going program activities relative to		

10%	<p>the IT contracting, procurement, and evaluating process. Ensures appropriate documentation required for preparation of Annual Small Business/Disable Veterans Reports in FI\$Cal; participates in meetings, trainings, and works on special projects as directed.</p> <p>Performs Procurement Card (P-Card) purchases in accordance with internal and external policies, rules, and regulations as needed; creates and retains all appropriate documents associated with P-Card purchases; reviews and reconciles P-Card bank statements monthly to ensure accuracy of billing statement.</p>
5%	<p><b>NON-ESSENTIAL FUNCTIONS</b></p> <p>Performs other duties, within the scope of the classification, as assigned.</p>

**DESIRABLE QUALIFICATIONS**

Highly motivated individuals who enjoys challenges and working in a fact paced, professional environment requiring effective handling of multiple tasks and deadlines.  
 Possesses excellent work habits and ability to work independently and as a team member.  
 Excellent verbal and written communication skills.  
 Excellent time management and organizational skills.  
 Ability to prioritize assignments.  
 Excellent attendance and dependability.  
 Proficient PC skills, especially in Excel and Word, as well as knowledge of FI\$Cal.

**WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB (if applicable):**

WORK ENVIRONMENT

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST, contractors, and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall at all times demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position may be eligible for telework.

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require medium to heavy lifting (i.e., laptop, luggage, etc.).

**CONFLICT OF INTEREST (if applicable):**

Conflict of Interest Filing (Form 700) required       Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

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